

**Minutes of the Ordinary Meeting of St Nicholas with Bonvilston Community Council,
held on Monday 5th of June 2023 at 19.00**

The meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021 and the councils Standing Orders.

Members present: Cllrs. I Perry (Chair), A Harris, M Sexton, R Glasson, S Clarke.

Also present: Mr. P Malone (Clerk), Mrs C Cotterell (Locum RFO)

Meeting started at 19.04

1. Chair's welcome and introductions

The Chair welcomed all to the meeting

2. To receive apologies for absence

Cllr J Griffiths

3. To receive declarations of interest

None

4. Co-option of members

The council has four vacancies at present

5. Police Matters

The Chair read out the following incidences that has been reported to him by a PCSO:

- May 10 – St Nicholas – Report of a stolen sign.
Outcome: Third party report Occurrence documented.
- May 12 – St Nicholas – Report of neighbourhood dispute parking.
Outcome: Police attended and spoke to both parties involved and words of advice given case finalised.
- May 17 – Bonvilston – Report of a residential Burglary from an unoccupied property.
Outcome: Police attended no CCTV, house to house carried out no CCTV and no subject identified. No further action case finalised.
- May 21 – St Nicholas – Report of a theft of a motor vehicle.
Outcome: Vehicle recovered CCTV examined no subjects identified and no forensic retrieved from the vehicle case finalised.

- May 21 – St Nicholas – Report of a car parked dangerously.
Outcome: police attended the owner of the car contacted, the car had broken down and the owner arranged recovery and the car was removed case finalised.
- May 21 – St Nicholas – Report to operation snap (photo sent into South Wales Police) vehicle contravenes white lines.
Outcome: Fixed penalty notice issued to the driver.
- May 22 – St Nicholas – Report of a theft from a motor vehicle.
Outcome: Pending further enquiries.
- May 24 – Bonvilston – Report to operation snap (photo sent into South Wales Police) driver driving without due care and attention.
Outcome: Driver placed on an Educational Driving Course.
- May 25 – Bonvilston – Report of Public Order offense.
Outcome: Further Police investigation.
- May 29 – Bonvilston – Report of a 2-car road traffic collision.
Outcome: Further Police investigation.
- May 29 – Bonvilston – Report of a family dispute.
Outcome: Police attended and spoke to all party's no further action.

6. Vale of Glamorgan Council Matters

- Default 20mph speed limit**
The exemption map for defaulting speed limits on 30mph lit roads will go to Cabinet at the end of June.
- Grass cutting**
A new contractor employed by the Vale Council has experienced staffing issues, missing the first two cuts in St Nicholas and Bonvilston. The issue has been resolved and it is hoped a better service will be provided going forward.
- New Supplementary Planning Guidance**
Two new Supplementary Planning Guidance (SPG) documents have been approved.

7. Minutes to Approve

The following items were deferred until the next meeting of the council

- Annual Meeting, May 15**
- Ordinary Meeting, May 15**

8. Community Engagement Event

The Public Engagement Officer, Clerk and Chair will organise a public engagement event for early July.



9. Annual Governance & Accountability Return 2022

- a. **To consider the Internal Auditor's Report and associated action plan**
Resolved to accept the Internal Audit report for 2022-23. Cllrs approved the draft internal audit action plan and appointed Cllr Glasson as the member to approve and sign the bank reconciliation and bank statement, at least quarterly – **Resolved** –
Proposed Cllr Harris, seconded Cllr Sexton.
- b. **To approve the Accounting Statements for 2022-23**
Resolved to approve the Accounting Statements for 2022-23
Proposed Cllr Sexton, seconded Cllr Harris
- c. **To approve the Annual Governance Statement for 2022-23**
Resolved to approve the Annual Governance Statement for 2022-23 to be submitted with the responses, as below, for two "No" answers

***Assertion 2** – Internal controls not always adequately exercised.
Measures have been put in place to ensure future compliance.*

***Assertion 8** – Matters previously highlighted by Internal and External Audit not all rectified. Action plan now in place to deal with recommendations.*

Proposed Cllr Clarke, seconded Cllr Glasson
- d. **To agree the publication of elector's rights for 2022-23**
Cllrs agreed the dates for the exercise of public rights - 3rd to 28th July 2023.
The notice will be published by 16th June 2023.

10. Finance

- a. **To receive a Financial Statement for April and May 2023**
Item deferred to next meeting
- b. **To consider corporate multi-pay card – Unity Bank, or Barclays equivalent – and banking arrangements**
 - Barclays have been slow to respond to requests.
 - A multi-pay card has better controls than a debit card.Further investigation will be undertaken and item brought back to next meeting.
- c. **To consider 4 weekly pay cycle for Clerk**
Resolved – the Clerk will be paid monthly
Proposed: Cllr Perry and Seconded: Cllr Clarke
- d. **To consider payroll**
Four quotes from payroll companies were presented. Resolved – the council will engage PR Accountancy in Wenvoe to run payroll each month.
- e. **To review the councils Risk Assessment**
Resolved – Risk Assessment approved, but will be reviewed again should banking and/or payment card arrangements be changed
Proposed Cllr Perry and seconded Cllr Harris



f. Payment Approval

- Wybone – dog waste bin – £338.96 – paid by debit card
Purchase agreed at meeting of May 15, 2023 – *Litter Act 1983, ss.5.6*
- SLCC Membership – £149
Cheque no. 100949
- Jo Howell – Internal Audit – £200 – *Accounts and Audit (Wales) Regulations 2014*
Cheque no. 100950
- Damian McKenna – grass cutting and watering
4 regular visits for May – £288 (inc VAT)
Additional visit May 16th – £84 (inc VAT)
Power under Open Spaces Act 1906, ss.9 and 10
Total £372.00 – Cheque no. 100951
- LGRC Associates Ltd – Community Engagement Officer fees – £2,674.56
Cheque no. 100952

Proposed Cllr Harris and seconded Cllr Perry

11. To agree Clerk's training

The Clerk will begin ILCA training as set out in Training Policy.

£144.00 (inc VAT) *Invoice QL203239 – Cheque no. 100948*

12. To receive updates

- Awaiting final sign off for 999 script for bleed control kits to be stored in defibrillator cases. All will be installed once this is resolved.

13. To receive any correspondence

None

14. Discussion Forum – Matters not on the agenda

No matters raised

15. To receive updates on Planning Matters

- Planning application for Oaklands Solar Farm submitted to PEDW
- Appeal for 'Non-Determination' submitted to PEDW by Legal and General over their Model Farm planning application – Vale of Glamorgan council to contest.
- No comments concerning planning applications determined

16. To consider Planning Applications and Matters

a. Field and Paddock, Land Near Crossways, Bonvilston

No comments



17. To consider:

a. Memorial Cleaning

Memorial to be cleaned subject to budget constraint (£350)
Proposed Cllr Perry and seconded Cllr Clarke

b. Padi padz for St Nicholas defibrillator

Resolved to purchase new padi padz although Welsh Ambulance state they are no longer essential for children
Proposed Cllr Perry and seconded Cllr Harris

c. Community Hub, St Nicholas

Resolved – The Community Council will express an interest to the church in purchasing the small school in St Nicholas for potential use as a Community Hub. The Church is currently considering use of the building as a Community Resource Centre – for storing items for its fieldwork with children.

18. Announcements and next meetings

Next Meeting 3rd July 2023 at 7pm

These Minutes were approved at the meeting of August 7, 2023



Cllr Ian Perry

Chair

